


# VACANCY NOTICE

CS-376  
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	<p>TITLE OF POSITION: <u>Public Assistance Business Manager</u> CLASSIFICATION CODE: <u>02598200</u>  SALARY RANGE: <u>Gr. A33/\$54280 - 61475</u> REFERENCE POSITION NO.: <u>1236-10000-104</u>  Department or Agency Name <u>Human Services</u> APPLICATION PERIOD: <u>9/21/06 - 9/27/06</u>  Division/Section/Unit <u>Mgmt. Svs./Financial Mgmt.</u> GRACE PERIOD <u>10/2/2006</u>  Assignment(s) / Comments <u>PLEASE APPLY BY RESUME ONLY</u>  Shift and Days: <u>8:30 - 4:00/NS</u> Job Location: <u>Office of Financial Management</u>  Restrictions/Limitations: <u>None</u> Louis Pasteur Bldg., 600 New London Ave., Cranston  Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No _____  Name of Bargaining Unit Union: <u>RIASSE, Local 580</u>  There is* _____ is not <u>X</u> a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b>  * NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.</p>
General Information to Candidate	<p><b>INSTRUCTIONS:</b>  <b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u>, both the File Position Title and Number.  <b>Most Important</b> - Please include the following information:</p> <ul style="list-style-type: none"> <li>• The title of the position for which you are applying</li> <li>• Name of department where you are currently employed</li> <li>• Title of your present position and date you entered it</li> <li>• Your business telephone number</li> <li>• Date you entered State service</li> <li>• Present Union Affiliations</li> </ul> <p><b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b>  <b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>  If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.  <b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b></p> <ul style="list-style-type: none"> <li>• <b>Reasonable Accommodations:</b>  If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li>• <b>Medical Information:</b>  Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>
Statement of Duties	<p><b>DUTIES / RESPONSIBILITIES:</b>  Please see the attachment.</p>
Minimum Education & Experience	<p><b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>  (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)  <b>Education:</b> Such as may have been gained through: graduation from a college of recognized standing with specialization in advanced Accounting or Business Administration; and  <b>Experience:</b> Such as may have been gained through: employment in a supervisory position in the field of office management which has involved the establishment and supervision of accounting controls of expenditures.  <u>Or</u>, any combination of education and experience that shall be substantially equivalent to the above education and experience.</p>
Where to Apply	<p>Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME to:</b></p> <p>Tammy L. Lonardo  Department of Human Services  600 New London Avenue  Cranston, RI 02920</p> <p>Telephone #: <u>401-462-2481</u>  Fax #: <u>401-462-2041</u>  TTY/TDD #: <u>401-462-3363</u>  (Telecommunication Device for the Deaf)</p> 

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

**Department of Human Services  
Office of Financial Management**

**Public Assistance Business Manager  
1236-10000-104**

- Primary responsibility includes preparing Federal and State Medicaid Financial Reports including the required comprehensive Federal quarterly budget and expenditure reports;

**Other Duties and Responsibilities Include:**

- Assisting in the development of the \$2.0 billion RI Medicaid annual budget;
- Maintaining complex and detailed accounting records used in the Financial Management and Financial Analysis of the Medicaid Program;
- Working closely with the RI Medicaid Fiscal Agent, EDS, to maintain the accounting and financial reporting function of MMI;
- Interpreting Federal and State Regulations and Procedures regarding Financial Management of the Medicaid Program;
- Engaging in on-going communication with Federal Medicaid Officials regarding financial management of the Medicaid Program;
- Authorized Agent of all Medicaid Accounts to approve and record expenditures, receipts and accounting entries;
- Preparing various fiscal reports and reconciliations for all Medicaid accounts utilizing the RI State Accounting System, RIFANS;
- Preparing responses to various Medicaid Audit Reports and determining the corrective action plan to be implemented;
- Other related duties as required.